

APPENDIX E

USPS PUBLICATIONS

Publications, except those listed in Appendix G, shall be requisitioned on PS Form 7380 (see figure E-1.). Requisitions shall be justified (see section 115, above) and submitted to MPSA-OP. Justification provided at the MPO level shall include the quantity of each publication currently being received and the reason for the request; however, publications issue standards (Appendix B) **shall** be applied before submitting each request.

<u>PUBLICATION</u> <u>NO</u>	<u>PREPACK</u> <u>REQUIREMENT</u>	<u>DESCRIPTION</u>
A S M	1	Administrative Support Manual (ASM)*
DMM	1	Domestic Mail Manual (DMM)*
IMM	1	International Mail Manual (IMM)*
		Postal Bulletin*
<div>E-1</div> POM	1	Postal Operations Manual*
Pub 4		Importing Animal and Plant Products through Military Post Offices*
Pub 223		Directives and Forms Catalog*
P u b 2 4		Supply Catalog*
Pub 25		A Guide To Business Mail Preparation
Pub 47		Equipment Catalog*
Pub 51	1	International Postal Rates and Fees*

* - See USPS Publications, reference (b)

<u>PUBLICATION NO</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
Pub 52	<u>1</u>	Acceptance of Hazardous or Perishable Articles*
Pub 65A	<u>1</u>	National ZIP Code & Post Office Directory*
Pub 77		RPC - Canceling Machine, Model "HD-2"*
P u b 8 9		RPC - Peerless Triner Scale, Model 1870*
Pub 120		RPC - Postage Meter Base, Model RG*
P u b 1 2 1		RPC - Postage Meter Base, Model RS*
Pub 122		Customer Guide to Filing Indemity Claims on Domestic Ma il*
Pub 201		Consumer Directory of Postal Services and Products
<u>Handbook Number</u>		
HBK MS-15		100-pound Beam Scale
HBK MS-19		70-pound Scale, Model 1870*
HBK MS-26		USPS Portable Conveyors:
HBK MS-36		Small Canceling Machine*
HBK T-1	<u>1</u>	International Airmail Exchange Office Procedures*
" HBK T-7	<u>1</u>	Handling, Dispatch, and Transportation of Military Mail by Air*

* - See USPS Publications, reference (b)



PS Form 7380, March 1987

● It&-CM7+1St.7WSZM,

Submit **Original** Only

Figure E-1. Sample PS Form 7380, "Supply Center Requisition"

APPENDIX F

USE'S POSTWING EQUIPMENT

Rubber postmarking and line stamps and steel cancelling dies for canceling machines and postage meters shall be requisitioned on PS Form 1567 (see Figure F-1.). Requisitions shall be typed. Furnish all information required as well as an impression or sketch of each stamp and die required. The required characters for each stamp or die shall be typewritten in addition to the impression or sketch in the space permitted on the form. A separate form shall be submitted for each item ordered; however, more than one of the same item can be requested on the same form. Attach PS Form 41-V (Permit #10) to each requisition submitted.


For Item 550 and 570, the total characters and spaces combined shall be limited to 40 character spaces. Do not exceed 28 character spaces for steel canceling machine dies or 32 for steel postage meter dies.

Requisitions for Items 550, 552, and 570 shall be submitted to the Somerville MDC, Somerville, NJ 08877-9993.

Requisitions for Items 502; 645 and steel postmarking dies shall be submitted to the serving JMPA. Item 502 (Rubber Line Stamps) non standard shall be obtained through local military supply sources.

F-1

<u>ITEM NO</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
550	2 per finance unit	Rubber Postmarking and Cancelling Stamp (figure F-3)
552		Rubber Receiving or Dating Stamp (handle furnished) (figure F-4)
570	2 per finance unit	Rubber All-Purpose Dating Stamp (without handle) (figure F-5)
645	1 per each item 550 and 552	Rubber pica type (figure F-6) (for use with items 550 and 552) ;

US. Postal Service		CAG	Finance No.		Page No.	No. of Pages
REQUISITION FOR RUBBER AND STEEL STAMPS ONLY A		35 5825	1		1	
To insure prompt delivery of stamps when ordering, follow carefully the instructions on the reverse.					FEDSTRIP No.	
					18EF32	
Requisitioning Office	Post Office				Postmaster (Signature)	
	Custodian Of Postal Effects					
	State and ZIP +4				Date	
APO New York 09238-0006						
Send This Requisition in Duplicate					Telephone No.	
To: SERVING JMPA OR MATERIAL DISTRIBUTION CENTER AS APPROPRIATE						
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.	
550	5		502	2		
Impression AIR FORCE POSTAL SERVICE APO 			Impression SOMERVILLE MATERIAL DISTRIBUTION CENTER US POSTAL SERVICE... SOMERVILLE, NJ 08877-9996			
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.	
Impression			Impression			
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.	
Impression			Impression			
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.	
Impression			Impression			

PS Form 1567, March 1987

Figure F-1. Sample PS Form 1567,
"Requisition for Rubber and Steel Stamps Only"

FOR DEPOSIT ONLY
U.S. POSTAL SERVICE
NEW YORK, NY 10001
ACCOUNT # 0811002535

Figure F-2. Sample Line Stamp (Item 502)



Figure F-3. Sample Rubber Postmarking and Canceling stamp
(Item 550)



Figure F-4. Sample Rubber Receiving or Dating Stamp (Item 552)

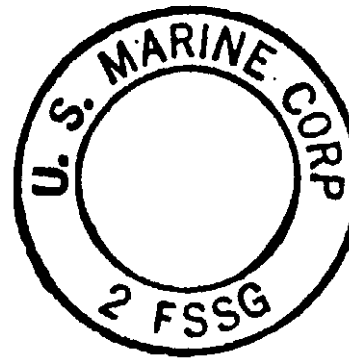


Figure F-5. Sample Rubber All-Purpose Dating Stamp (Item 570)

09254

Figure F-6. Sample Rubber Pica Type (Item 64S)

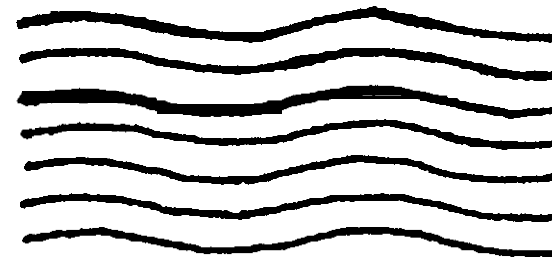


Figure F-7. Sample Steel Postmark Die

APPENDIX G

USPS GENERAL SUPPLY ITEMS

USPS general supply items shall be requisitioned on PS Form 7380 (figure G-1). Items shall be listed on the form by category, as shown **herein**, in numerical sequence within each category (see paragraph 111).

Requisitions shall be submitted (one copy only) to the Topeka MDC on an "as needed" basis.

The unit of issue designations reflected in figure G-1 are provided to assist in requisitioning. This information may not be reflected on PS Form 7380; however, personnel responsible for preparing requisitions shall note the unit of issue to prevent excessive ordering.

USPS ENVELOPES

<u>ENVELOPE NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
EP9	EA	50	Envelope, registry jackets, printed registry pouch bill envelope (4 inches by 6 inches).
EP11	EA	50	Envelope, printed, open-corner card, fill-in type return address (sulphite), combination registry bill container, outside label and routing directive (4 inches by 6 inches).
EP13A	EA		Envelope, Express Mail (10 inches by 14½ inches).
EP13B	EA		Envelope, Customer Return Receipt
EP13C	EA		Envelope, Express Mail (12 inches by 15½ inches).
EP14	EA		Envelope, Priority Mail (12 inches by 15½ inches).